

# Office Work Instruction (OWI)

HOWI7410-S016

02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
Administration and Resources Management Division (Code SP)

## Subject: Budget Implementation – Operating Plan

### DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.

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**1. PURPOSE** The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Operating Plan for implementing the Office of Space Science budget.

### **2. SCOPE AND APPLICABILITY**

2.1 The annual Operating Plan encompasses the total amount of New Obligational Authority appropriated by Congress. The Operating Plan is established at the beginning of each fiscal year and is updated as required by major budget changes.

2.2 The scope of this OWI is confined to the description of the OSS Budget Implementation -- Operating Plan development activities.

### **3. DEFINITIONS**

3.1 A&RM. The Administration and Resources Management Division of the Office of Space Science.

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#### 4. REFERENCES

- |      |                          |   |
|------|--------------------------|---|
| 4.1  | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems --<br>Model for Quality Assurance in Design,<br>Development, Production, Installation, and<br>Servicing |
| 4.2  | HCP1280-2                | Corrective and Preventive Action  |
| 4.3  | HCP1280-3                | Internal Quality Audits   |
| 4.4  | HCP1400-1                | Document and Data Control   |
| 4.5  | HCP3410-4                | Employee Training   |
| 4.6  | HQPC1150.1               | NASA Headquarters Quality Council Policy<br>Charter   |
| 4.7  | HQSM1200-1               | NASA Headquarters Quality System Manual   |
| 4.8  | NHB 1101.3               | NASA Organization Handbook  |
| 4.9  | NPD 1000.1               | NASA Strategic Plan   |
| 4.10 | NPD 8730.3               | NASA Quality Management System Policy (ISO<br>9000)   |
| 4.11 | NPG 1000.2               | NASA Strategic Management Handbook  |
| 4.12 |                          | NASA Budget Administration Manual   |
| 4.13 |                          | Space Science Enterprise Management<br>Handbook   |

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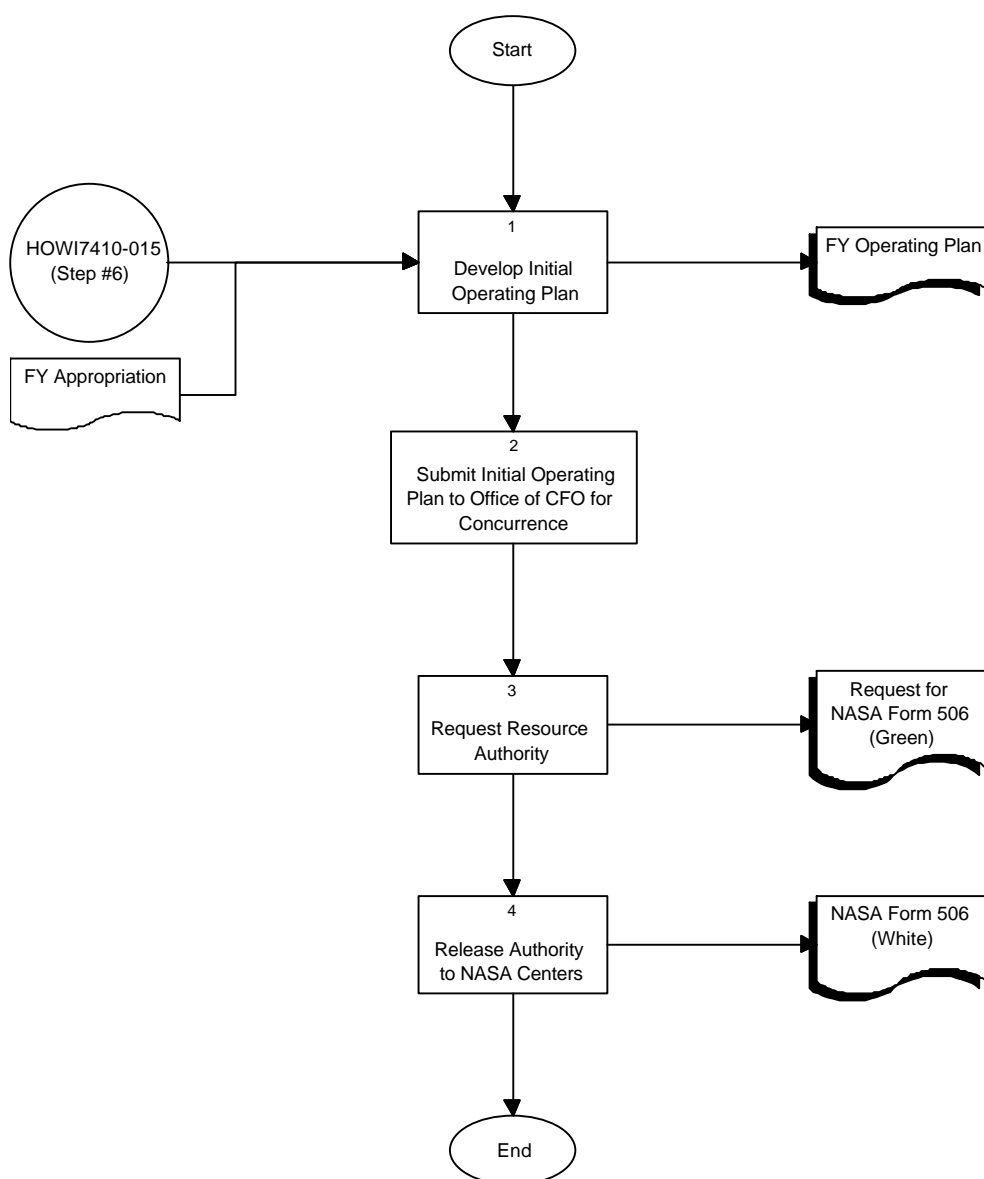
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### 5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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#### 6. PROCEDURE

*[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]*

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	A&RM	Develop the Initial Operating Plan. A&RM prepares OSS input for incorporation into the NASA Plan. Input includes data that establish the funding controls and specific amounts for each program/project and explain any difference between the President's budget and the Operating Plan. The output from Step #6 of HOWI7410-015 serves as an input to this activity.
2	A&RM	Submit the Initial Operating Plan to the Office of the Chief Financial Officer (CFO) for concurrence. The CFO incorporates the input into the NASA Plan and coordinates resolution of issues with OSS and Legislative Affairs.
3	A&RM	Prepare a request asking the CFO to release resource authority to the OSS AA (see Sec. 7 of NASA Form 506 Green).
4	A&RM	Following the receipt of release authority from the CFO, A&RM releases authority to the NASA Centers (see Sec. 7 of NASA Form 506 White).

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### 7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA (ELECTRONIC/HARDCOPY)	RETENTION	DISPOSITION
FY Operating Plan	A&RM Integration Analyst	Code SP Division files	Hardcopy	Retain until no longer used.	Destroy when no longer used.
Request for NASA Form 506 (Green)	A&RM Integration Analyst	Code SP Division files	Hardcopy	Retain until no longer used.	Destroy when no longer used.
NASA Form 506 (White)	A&RM Integration Analyst	Code SP Division files	Hardcopy	Retain until no longer used.	Destroy when no longer used.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]